
Review Issues:

RFP-NIH-NIAID-DAIDS-05-06

Nancy Saunders, PhD
Scientific Review Program



4 Major Responsibilities to the NIH and to the Offerors

- Form a panel of technical reviewers with all necessary expertise
 - Guide these experts through the technical evaluation process
 - Ensure objectivity, fairness and compliance with all regulations governing peer review
 - Accurately document the findings of the panel
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Review Panel

- Diversity of expertise
 - Senior perspective and breadth of experience
 - Reviewers must not be in conflict with the proposals
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Review Panel: Expertise

- Management, oversight and integrity of clinical trials
 - HIV (vaccines/therapeutics/behavioral interventions/OIs)
 - Experience with domestic settings/foreign/resource poor
- Contracting issues: acquisition/management
- Related (non-core) functions
 - Regulatory issues/compliance/site monitoring/recruitment & retention/on-the-ground oversight/ pharmacy/ communications – RFP Pages 11-23
 - Database support interfacing with DAIDS-ES

Technical Evaluation Process: The RFP

- **Statement of Work**
 - Technical Evaluation Factors for Awards (Section M)
 - Mandatory Criteria
 - All “Core Functions”
 - No Specific Information on Subcontractors who may perform “Non Core Functions”
 - **Scoreable Technical Evaluation Criteria**
 - Human Subjects Protection Data & Safety Monitoring/Women/Minorities/Children
 - Appendices A, C, D & E
 - (Amendments)
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Technical Evaluation: RFP cont.

- Technical Evaluation Criteria (250 points)
 - Technical Approach/Methodology (170)
 - Qualifications of Staff (40)
 - Organizational Experience, Resources, Facilities (40)
 - Technical Proposal Only
 - The reviewers do not see the Business Proposal
 - Any budget information speaking to the extent of your understanding should be included
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Technical Evaluation Process: The Rules

- All reviewers evaluate and score each proposal in turn
 - The discussion involves only what is in the proposals
 - Each scoreable criterion is evaluated in turn; total point values are summed
 - Same standards applied to all proposals against listed TEC; independently of other proposals
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Technical Evaluation Process: The Rules

- Reviewers present their critiques written within expertise
 - Each panel member scores “holistically” after full panel discussion
 - Overall “Acceptability/Unacceptability” judged
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Technical Evaluation Process: Documentation

- All reviewers have submitted evaluations of all proposals
 - SRA summarizes final opinions of committee; strengths/weaknesses
 - CMP and Program proceed with steps leading to awards
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Advice to Offerors

- Organize Proposals to clearly address all Technical Evaluation Criteria
 - Be certain the Technical Proposal is complete for evaluation in/of itself with all essential information
 - Provide details on all processes, decision-making structures and procedures
 - Provide specifics on prospective subcontracting needs and planned approaches (no subcontractor names)
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Advice to Offerors... continued

- Carefully and specifically address
 - ❑ all Mandatory Criteria
 - ❑ all task areas of the Statement of Work, remembering that procedures for overall management, decision-making, and subcontracting activities are critical elements
 - ❑ All Human Subject Issues (special section)
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Advice to Offerors

- Adhere to all page limitations
- Ensure paper and electronic copies are identical
- Be as clear and concise as possible
- CAREFULLY check everything, as it is not possible to correct errors after submission

Questions?

